Entering Special Education Data on SIS 2000+

       The following instructions are designed to help the district or school user of the SIS 2000+ system enter the <u>minimal</u> special education data needed for State reporting requirements. Other information is available, but the instructions and illustrations that follow meet the basic requirements for the October 1 school count, the December 1 special education report, and the year-end membership report for funding purposes. This information is uploaded to the state through the **Clearinghouse upload**, and is then passed on to the appropriate USOE departments in the required electronic formats. <u>All of this data may be printed out locally on various reports for information and verification purposes before uploading the final corrected data.</u>

       After logging into the system, the following screen will appear:
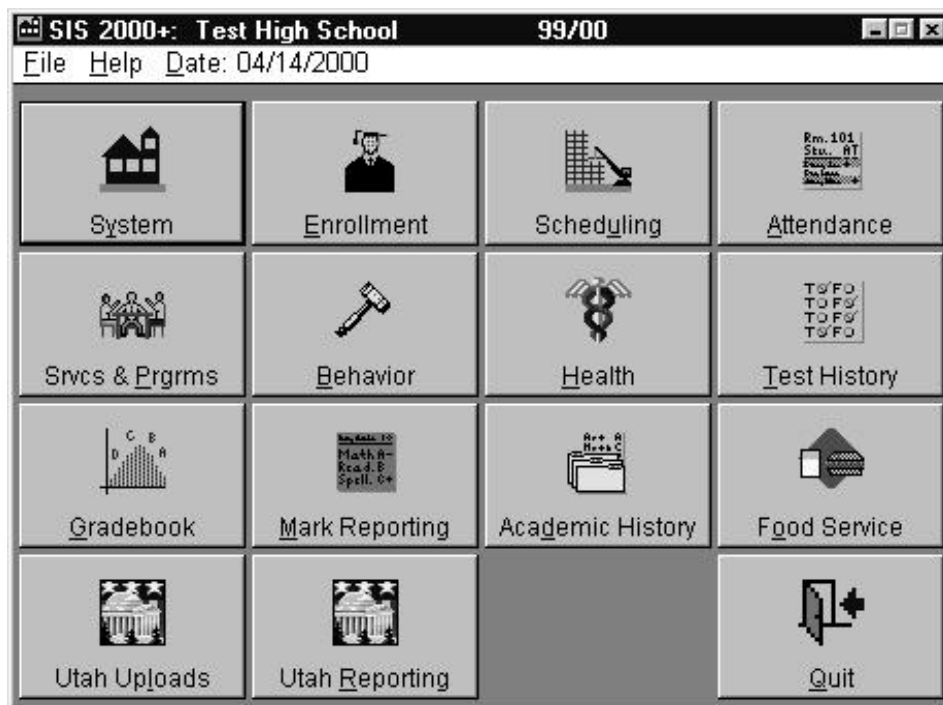
       From this menu, select **Srvcs & Prgrms** by clicking on the button.

The screen which follows is a sub-menu from which the user will select and click on **Special Education**.

The screen that appears is illustrated below. It will default to the first student on the file. Use the Find or List button to locate the desired student to be updated.

After locating the appropriate student, select the

Add button. From the screen that appears, you may scroll through the handicapping conditions to highlight and choose the appropriate one for the student in question, then click on OK.

By making this selection, the screen below appears. Entry Date and Entry Code must then be filled in to complete the process.

In the update screen (previous page), the user enters a date representing the first day of special education service for that student with the handicapping condition that was selected. The user must also enter an entry code, but the only one available is "Program Entry." This is not needed for Utah reports, but is currently required for the system to work properly. Everything else on this screen is optional information, except exit date and exit code which are used at a later date when the student is being exited.

Select Save and the updated sc reen appears:

The completed information is enough to cause this student to appear on reports where special education students are identified.

If it is necessary to exit the student from a program, first click on or highlight the program in question, then select Edit and enter an "exit date" and "exit code" on the update screen that appears. If the student is being re-entered in another program, Save the exit information and choose Add to enter a second program. However, be careful to enter an entry date that does not conflict with or overlap the exit date from the previous program. **In most cases, the entry date for the new handicapping condition will be the next day after the exit date entered for the previous condition.** No exit date or code is needed at the end of the year if the student is expected to be in the same program the following school year.

The illustration below shows a student who was exited from the first program and entered into a

Special Education History - Test High School

File   Sort   Help   Date: 04/18/2000

Student Name		M/F	Birthdate	Age	Grade		Group
Aset, Clarence George [253E]		M	03/08/1933	17	11		Currently active students

Track/School/Year	Advisor	Entry	Exit
A 708 1999/00	<Unassigned>, <Unas	03/03/2000	/ /

Program	Entry Date	Entry Code	Exit Date	Exit Code	Setting
MHD-Multi-Disabilities	04/12/2000	P-Program Er			<Unset>
O2A-Traumatic Brain Inju	03/03/2000	P-Program Er	04/11/2000	S-Service Chan	<Unset>

Print   Find   List   Delete   Edit   Add   Save   Quit

second special education program.

The exit code shown above represents the "Reason for Exit" as specified for Utah schools (see list on last page). The service change code (S) was selected because the student went directly from one program to another. Had the student left the program completely, or exited school, a different exit code would have been used.

Exit codes B, C, and D usually refer to students who have completed the full school year and are graduates with diplomas or certificates, or those too old to continue. In order to apply these codes to any given student, the school may exit the student on the last day of school with one of these codes. Full membership for the year will still be generated on the Utah membership report, and the codes will be captured for a year-end exit report or other statistical purposes.

The final pages of this document show the standard Utah codes for handicapping conditions and the reasons for exiting these programs.

Chart of Handicap Codes and Service Time (A-F Codes) for SIS 2000+:

The following chart represents the current handicapping condition codes, with the A-F codes representing the time frames and/or educational setting. These codes are the same as used in the USOE District Computer Services Student Information System (SIS) and approved by the USOE Special Education section.

The A-F time frames/settings are as follow:

A = 1-59 minutes of special education/related service (Regular).
B = 60-179 minutes of special education/related service (Resource).
C = 180 minutes or more of special education/related service (Self-Contained).
F = 180 minutes or more of special education/related service (Regular).
D = Any homebound/hospitalized student.
E = Students in a separate special education school facility.

Handicap Codes and Applicable A-F Codes	A	B	C or F	D	E
Intellectual Disabilities	01A	01B	ASC ASF	AHD	ATE
Traumatic Brain Injuries	02A	02B	BSC BSF	BHD	BTE
Specific Learning Disabilities	03A	03B	CSC CSF	CHD	CTE
Behavior Disorders	04A	04B	DSC DSF	DHD	DTE
Deaf	05A	05B	ESC ESF	EHD	ETE
Hearing Impairments	06A	06B	FSC FSF	FHD	
Commun. Disord.:Speech/Lang Impair.	07A	07B	HSC HSF	HHD	
Develop. Delays (Use in Preschool Only)	08A	08B	ISC ISF	IHD	
Orthopedic Impairments	09A	09B	JSC JSF	JHD	JTE
Other Health Impairments	10A	10B	KSC KSF	KHD	KTE
Visual Impairments	11A	11B	LSC LSF	LHD	LTE
Multi-Disabilities	12A	12B	MSC MSF	MHD	MTE
Dual Sensory Impairments (Deaf-Blind)	13A	13B	NSC NSF	NHD	NTE
Autism	14A	14B	OSC OSF	OHD	OTE
Special Needs in School--Optional	15A	15B			
Sp. Needs.-Home/Hospital/Non-Hndc.-Op.	16A	16B			

Note: Due to some field length limitations, some titles shown above are abbreviated in SIS 2000+. For questions regarding the meaning of these codes, contact staff in the At Risk/Special Education section of the Utah State Office of Education.

Special Education "Reason for Exit" Codes:

A   RETURNED TO REGULAR PLACEMENT
This designation includes students with disabilities who returned to regular education as a result of having met the objectives of their IEP. They are students who no longer have an IEP and are receiving all of their educational services from a general education program.

B   GRADUATION WITH DIPLOMA
Includes students who exited through receipt of a high school diploma identical to that for which students without disabilities are eligible.

C   GRADUATION WITH CERTIFICATE
Includes students who exited an educational program through receipt of a certificate of completion, modified diploma, fulfillment of an IEP, or some similar mechanism.

D   REACHED MAXIMUM AGE
Includes students who exited special education as a consequence of reaching the maximum age for receipt of special education services--those with disabilities who reached the maximum age (withdrew on their 22nd birthday) and did not receive a diploma or certificate of completion.

E   DIED
Students who have died.

F   MOVED, KNOWN TO BE CONTINUING IN THE DISTRICT
Includes students who transfer from one school to another school in the district. The IEP has been transferred to the new school.

G   MOVED, KNOWN TO BE CONTINUING OUTSIDE THE DISTRICT
Includes students who transfer from one school to another outside the district. The IEP has been transferred, upon receipt of applicable releases, to the new school. This also includes students in residential drug/alcohol centers or correctional facilities.

H   MOVED, NOT KNOWN TO BE CONTINUING
Includes students who moved out of the school or district and are not known to be continuing in another educational program. The IEP has not been transferred to any known educational program. **Note**: After ten days of absence, the student must be exited from the SCRAM record, and it must be noted on the IEP that the student moved and a request for IEP and related records has not been received.

I   DROPPED OUT
Includes students who were enrolled at some point in the reporting year, were not enrolled at the end of the reporting year, and did not exit for reasons already listed above. This code includes dropouts, runaways, GED Recipients, expulsions, status unknown, and others. **Note**: After ten days of absence, the student must be exited from the SCRAM record, and it must be noted on the IEP that the student moved and a request for IEP and related records has not been received.

S   SERVICE CHANGE

This code is used when entering an exit date on one handicapping condition and reentering a new handicapping condition. There is a change in either a type of handicapping condition or the time spent in receiving services (A-F Codes), but no exit from the program applies.